



Position Control Adobe Interactive Form


With MyCalPAYS the STD. 607 Change in Established Position form will be replaced with an electronic interactive form incorporating automated workflow for approvals. The interactive form (*displayed below*) allows an employee with the position control initiator role to start the process to create a position, change a position or re-establish a position. The interactive form offers a web-based, automated process eliminating several paper processes for the state. The form will be accessible by those with the appropriate security role through the MyCalPAYS web portal. The human resources position control initiator will start the process to route, approve and update position changes in the system.



Following are positions included in the organizational management position control workflow approval process:

- **OM Position Control (Initiator)** – An HR professional assigned to this role can initiate/start a process. This role has the ability to maintain fields on the forms. Other users will only see the form in display mode. If another user requires a change to the form, they must reject the form. It will be routed back to the initiator to make the applicable changes and re-submitted through the workflow process.
- **OM Budget Analyst (First Approver – optional)** – Depending on how a department is set up, this role is optional. If there is no user assigned this role in the department, the workflow will be automatically routed to the OM Budget Officer.
- **OM Budget Officer (Second Approver)** – Approval at this level is required. A user in each department must be mapped to this role in the position control workflow process.
- **DOF Approver (Third Approver – optional)** – When the initiator completes the form, he or she will identify if DOF approval is required. If approval is required, the form will be routed to DOF. Otherwise the approver will be bypassed in the workflow process.
- **SCO OM Support Staff (Final Approver)** – This is the last person in the workflow approval process. Once this person approves the form, the new or changed position information will appear in the department's organizational structure.

Once the final step of the workflow process is completed, MyCalPAYS will automatically update the new or changed position information. This eliminates the need for someone to re-key the position information into the system. As part of the workflow process there are built in system notifications. The OM Position Control (Initiator) and OM Budget Analyst (First Approver) are notified when a process is complete. If the initiator withdraws a process, all approvers who previously processed the form will be notified.

State of California: Create Position Form	
	
Position and Jobs	
Effective Date	03/24/2011
Job	<input type="text"/> Get Job
Position Name	<input type="text"/>
Position Abbr.	<input type="text"/>
Type of Position	<input type="text"/>
Relationships	
Organizational Unit (Position belongs to)	Org Unit ID 30000102
Org Unit Abbr. DOVS SVF	Org Unit Name DA10 DOVS Sierra Vista Facility
<input type="checkbox"/> Override Cost Center	Manager Position <input type="checkbox"/>
Cost Center Z840051220-PPSD-General Fund	Get Cost Center
Planned Compensation	
Salary Range	
Minimum <input type="text"/>	Frequency <input type="text"/>
Maximum <input type="text"/>	
Account Assignment	
Business Area <input type="text"/>	Personnel Area DA10-DeptofDevelSvsSierra
Personnel Subarea <input type="text"/>	
Employee Group / Subgroup	
Employee Group <input type="text"/>	Employee Subgroup <input type="text"/>
Work Schedule / FTE	
FTE Percentage <input type="text"/>	Comments / FTE Acquired from Position <input type="text"/>
Add'l Position Attributes	
Position Type <input type="text"/>	Expiration Date <input type="text"/>
Status <input type="text"/>	Status Reason <input type="text"/>
Interchangeable <input type="checkbox"/>	Primary Job <input type="text"/>
DOF Approval	
<input type="checkbox"/> YES - This position hereby requires DOF approval.	
<input checked="" type="checkbox"/> NO - I hereby certify that all conditions for exemptions set forth in SAM Section 6527 have been complied with and this action is exempt from review by DOF.	
Comments	
<input type="text"/>	
Certification for the Appointing Power - The foregoing additions to, deletions from, or changes in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster charges filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved, established positions and have, if required by law, taken the oaths, including the oath set forth in Section 3103, Government Code.	